

Module 1

Department of Defense (DoD)

Electronic Document Access (EDA) Web

Overview

Overview

Introduction

This lesson is an introduction to the DoD EDA Web. The information you learn here will help you understand how the EDA Web fits into the overall Internet and World Wide Web (WWW) concept and inform you of what you will be doing.

Objectives

Upon successful completion of this lesson, you will describe the purpose of the DoD EDA Web.

Topic

This lesson covers the description of the DoD EDA Web.

EDA Web

Internet

More than ten years ago, a technical revolution occurred during which personal computers became common in people's homes and offices. Computers today are no longer just calculators and word processors. Now you can use your home or office computer to accomplish a variety of tasks, some of which are:

- connect to the national news services
- make airline reservations
- do library searches
- do shopping
- read literary classics

The Internet has made this possible. The Internet is the global web connecting more than a million computers. Internet access provides:

- file transfer
- remote login
- electronic mail
- news
- database searches

World Wide Web

The World Wide Web is a system of Internet servers that maintains specifically formatted documents. These documents are formatted in a computer language that provides links to other documents including graphics and video files. It allows you to move from one report to another with relative ease.

NIPRNET

The DoD created its own network within the Internet called Non-secure Internet Protocol Router Network (*NIPRNET*) and began to place information on the Internet as a way to exchange information among the many offices around the globe.

EDA

Until January 1996, the only way to access a document was to retrieve a hard copy from a filing system. This takes a lot of time and effort and in some cases, the copy of the document may not even be in the files. Today, as many as 15 copies of contract documents are printed and distributed internally throughout DoD, as well as externally to Defense contractors. These shared documents are in fact critical to procurement, contract administration, contract payment, and accounting communities. What EDA facilitates is the elimination of all the copies and replaces them with a single electronic version. It captures the documents before printing, indexes them, and files them, giving you fast easy access to accurate documents at your desk.

The EDA provides a web site for purposes of querying and viewing documents and modifications. The read only electronic file cabinet can be accessed by any authorized DoD user with a Personal Computer (PC). EDA runs on the existing internal DoD network, NIPRNET. Documents are stored, managed, and available for viewing in Portable Document Format (PDF). The combined use of this format with Internet technology provides a mechanism to electronically store and retrieve large volumes of information across existing communications networks.

Electronic Access

Replacing the printing, distribution, filing and access process with an electronic equivalent is cost effective.

The electronic version of the document costs less than the printed version, and only one copy is necessary. Access through the EDA Web saves mailing and handling costs and, most importantly, the document is always available. Electronic access eliminates tracking a missing document.

EDA Web Process

A database of documents, called an *index server*, is contacted when you access the database from your workstation using a software package that browses the Internet. The browser software preference is called *Netscape*.

The index server searches the document database for documents based on entered search criteria and provides you with a list of field related topics.

You select the appropriate document from the list. The system retrieves and opens the document in a read only application.

.PDF Format

The document is in a special format called Portable Document Format. This format uses a special software program called a *reader* to read and translate the documents into a printed page that you can view. This .PDF program is the *Adobe Acrobat Reader*, which resides on your PC. You will learn more about the Adobe Acrobat Reader later in this course.

Retrieved Files

The retrieved document opens as a *read only* file, which means that you are only allowed to read the text or graphics within the file. You can:

- search the document for specific information
- copy and paste information into other word processing documents
- zoom in and out to enlarge or reduce text size
- select specific portions of the document to view.

.PDF Restrictions

You cannot alter the document, nor save it onto your computer. Further, you will not print the document.

Temporary Files

When the document is retrieved, it is placed in a temporary file that is set up on your hard drive. The Adobe Acrobat Reader automatically retrieves the file and the document appears on your screen. When you exit the document, you are taken back to the DoD EDA Web home page and the document is deleted from your PC.

Help Desk

Note: If system is not working: contact your local LAN or Systems Help Desk. They will either resolve the problem or forward to established channels.

**Government
Bills of Lading
(GBLs)**

During October 1996, personal property GBLs for all services were included as part of the EDA program.

Government Bills of Lading are the basic supporting documentation for the payment of transportation bills for all services and are created whenever DoD moves a person or piece of equipment. A GBL records all data pertaining to a particular move and is used to input specific data like weight load, distance moved, etc.

When information cannot be found, extra time and effort are required to search for paper documents so the Military Traffic Management Command (MTMC) can provide accounting data to the Indianapolis Center and its components for processing and payment.

Electronic GBLs will reduce the time spent researching transportation, cross disbursing, and transactions by other payment methods. Electronic GBLs increase the accuracy and timeliness of obligation data.